

Co-operative Federation of Victoria Ltd

Minutes

Board meeting 31 March 2005

Present: Tony O'Shea (Chair), N. Black, G. Charles and David Griffiths.
Apology: David Dinning

1. Minutes of the last meeting

This item was deferred until the next meeting.

2. Subscriptions

It was noted that subscription income was still coming in. Graeme Charles estimated that to date \$12,500 had been received in subscription income. It was noted that Genetics Australia and Terang Co-operative had not yet paid their annual subscription.

It was agreed that the Chairman would redesign the invoice before reminder notices were sent and this would include the scale of subscriptions and a note on what subscription had been paid the previous year.

3. ACCORD

The board noted the report from David Griffiths about ACCORD and that the proposal to commission State Federations to develop co-operative case studies was in hiatus.

4. ICA

It was noted that the ICA project was proceeding and that two payments had been received. It was also noted that the ICA was pleased with the work to date and had committed to ongoing involvement.

5. CAV

It was noted that CAV support has been clarified on 21 March 2005 by Graeme Charles and that CAV had advised that \$25,000 would be provided but not for the co-operative education proposal on the basis that there were insufficient funds. It was noted that the submission was forwarded on 27 March 2005.

It was agreed that Graeme should continue to seek a clarification from David Cousins about the education proposal and that after receipt of the \$25,000 the Chairman would write to CAV,.

6. Gardiner Foundation'

It was noted that Graeme Charles has been talking with a Project Officer from the Gardiner Foundation re co-operative education for dairy co-ops. It was agreed that N B would talk with the Chairman of Murray Goulburn and that, subject to this discussion, a proposal for a training-needs analysis would be submitted to the Foundation.

7. Financial Report

It was agreed that Graeme Charles would prepare a financial situation statement with a budget comparison and this would include the payments that need to be approved. A list of payments for approval is appended for consideration at the next meeting. The report will be attached to the minutes.

8. CFWA

It was agreed that Graeme should talk with the CFWA regarding their possible involvement in the development of co-operative education but that this would require a MOU.

9. Co-operative Education Reimbursement

It was agreed that Graeme Charles would be reimbursed for time on developing the co-operative education proposal and that he should invoice CFV accordingly.

10. New Registered Co-operatives

It was noted that David Griffiths had sent letters to the 23 new registered co-operatives in 2004 and that as of 31 March 2005 there had been no response from the co-operatives.

11. Australia.coop newsletter

It was noted that the 120 copies of the australia.coop newsletter for March 2005 had been distributed.

12 ISP

David Griffiths said it was time to review the web hosting and ISP charges that were paid to NETC/Norlink. He said he was concerned that charges could increase when there was a need to reduce the monthly ISP charge. The web hosting charge is an annual fee of \$247 which expires on 30 June 2005. The ISP charges for a 512/128 modem is \$89.95.

Note: on its web site Norlink has announced some new charges. Subject to verification, it would appear that the minimum charge for a 100MB site would be

about \$359. Our web site is 189MB approximately. It would also appear that the monthly ISP charge for a 512/.128 ADSL would be between \$148 -158

It was agreed to wait until the end of April by which time Norlink should have advised former NETC customers of its future charges.

13 australia.coop

It was noted that australia.coop had achieved a new record of over 9000 visitors in March 2005.

It was noted that after the redesign of the australia.coop web site, revenue generating possibilities should be examined. It was agreed to invite Chris Greenwood to participate in this examination,

14. Leave of absence

A leave of absence was agreed to for Graeme Charles for the period 1 August – 31 October 2005.

Next Meeting: 10:30 am, 28 April 2005

Prepared by Secretary: 31 March 2005

Approved by Chairman: 01 April 2005

Emailed by Secretary: 01 April 2005

Accounts Paid submitted for approval:

Amount	Date	To	Purpose
\$369	6/3/05	Graeme Charles	Travel
\$89	10/3/05	David G	Remburse emergency NETC payment because of mail delay.
\$401.40	9/3/05	Australia Post	Mailing of australia.coop newsletter, air mail packages to South Africa and various other purchases.
\$90.04	10/3/05	Telstra	Telephone charges and calls
\$426	10/3/05	DG	Honorarium for April 2005
\$394	4/3/05	Office Works	Paper and Ink Cartridges
\$89.95	21/2/05	NETC	Internet connection
\$30.60	21/2/05	DG	Expenses
\$900	15/2/05	DG	Forwarding of funds from ICA payment for ICA project
\$152.39	7/2/05	Viking	Ink cartridges
\$53.77	7/02/05	Australia Post	Postage etc
\$84.96	27/1/05	Australia Post	Postage etc
\$269.85	27/1/05	DG	Reimbursement for monthly payments to NETC in August, september and October
\$245	18/1/05	Graeme Charles	Co-op Education Travel and Telephone
\$1000	13/1/05	DG	Forwarding of funds from ICA payment for ICA project
\$164.35	12/1/05	Australia Post	
\$89.95	12/01/05	NETC	Internet connection
\$86.50	5/1/05	Telstra	
\$852	5/1/05	DG	Secretary Honorarium February and March
\$75	29/12/04	Graeme Charles	Co-operative education telephone calls including to UK
\$59.90	4/12/05	NETC	Internet connection
\$40.90	13/12/04	CAV	Annual Report Lodgement Fee
\$211.40	9/12/04	Australia Post	
\$426	4/12/04	DG	Residue of 50% of Honorium owed for December and January
\$92.41	24/11/04	Telstra	
\$426	19/11/04	DG	Residue of 50% of Honorium owed for October and November
\$189.47	7/11/04	Australia Post	

\$120	4/11/04	NETC	Internet connection
28/10/04	\$140.80	Urban Camp Co-operative	AGM lunch
28/10/04	\$60.60	Dg	Various expenses
28/10/04	\$87.99	Telstra	
13/10/04	\$1,408	Prowse Perrin & Twomey	
22/9/04	\$426	Sec Hon	Dec Jan Temporary reduction of 50%
22/9/04	\$81.01	The Sensible Sandwich	Board meeting
15/9/04	\$426	Sec Hon	Oct Nov Temporary reduction of 50%
15/9/01	\$181.50	Prowse Pperrin Twomey	
7/9/04	\$104.05	Australia Post	
27/8/04	\$71.50	Telstra	
20/8/04	\$50	DG	Travel expenses
21/8/04	\$426	Sec Hon	September Hon
12/8/04	\$70	DG	Reimbursement for modem (ADSL) set up
12/8/04	\$89.30	Australia Post	
4/8/04	\$23.50	DG	Travel to Open Channel meeting
3/8/04	\$136.81	Telstra	
22/7 /04	\$132	NETC	Membership and set-up

Accounts Paid total of \$1539.86 submitted for approval that are reimbursable from CAV grant:

\$77.86	25/2/05	DG	Reimburse for Norton Anti-Virus 2005
\$194	10/2/05	DG	Reimburse for SYSTRAN
\$450	31/1/05	DG	Reimburse for SYSTRAN language translation software for Internet
\$231	27/1/05	DG	Replacement of computer copying hardware
\$258	8/1/05	Jim's Mowing	Computer repairs and upgrade
\$40	9/12/04	DG	Reimburse for online upgrade of WS Pro – software for updating web site
\$289	24/11/04	Adobe	Upgrade of software for australia.coop erc
\$1539.86			